

## Login, Logout, Forgotten Login or Password

To **Login** to ePAGE, you must be set up as an **Active User** by a **School District Administrator**.

If you do not have access to ePAGE, follow either link below:

<http://epage.doe.nv.gov/epage/>

OR

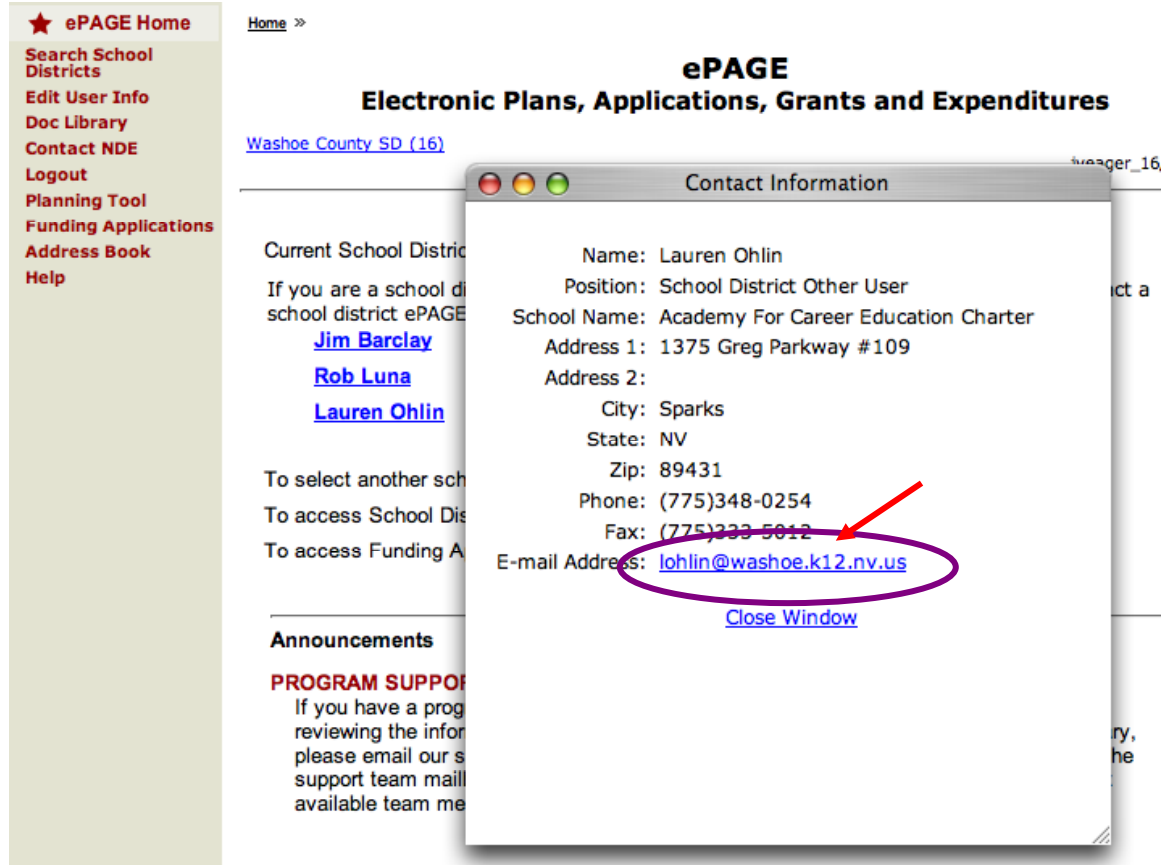
<http://www.doe.nv.gov/index.html> , then Click the **ePAGE** link at the left menu bar, then Click **CLICK HERE** to go to the ePAGE Home Page.

Click the blue link on the name of a **School District Administrator**. These people are points of contact with access to set up an ePAGE account for you. Communicate your request for ePAGE access to a person listed here.



The screenshot displays the Nevada Department of Education's ePAGE interface. The header includes the Nevada Department of Education logo and the text "Nevada DEPARTMENT OF EDUCATION". The ePAGE title is prominently displayed, followed by the subtitle "Electronic Plans, Applications, Grants and Expenditures". The user is logged in as "jyeager\_16/sduser". The current school district is "Washoe County SD". A list of administrators is provided, with "Lauren Ohlin" circled in red and a red arrow pointing to it from a box labeled "Click One". The sidebar on the left contains various navigation links, including "ePAGE Home", "Search School Districts", "Edit User Info", "Doc Library", "Contact NDE", "Logout", "Planning Tool", "Funding Applications", "Address Book", and "Help".

After making your selection, the **Contact Information** pop up menu will appear.



If you do not want to send an e-mail, Click **Close Window**. You will be taken back to the **ePAGE Home** page. See the topic **Home Page** for a sample of **ePAGE Email**.

When the **School District Administrator** has finished setting up your account, you will receive an e-mail from this person, similar to the following example:

Login ID 'jdoe\_46' was created for Jane Doe.  
The password is '\*19243'. The leading asterisk in the password must be entered to login successfully. Please visit the site at  
<http://epage.doe.nv.gov/epage/>

{Name of **School District Administrator**}  
{Phone number of **School District Administrator**}  
{E-mail address of **School District Administrator**}

Follow the instructions in this e-mail to **Login** to ePAGE. Upon successful **Login**, you will be prompted to change your **Password**.

### If you forget your Password:

Click **Login** from the left menu bar.

Click the blue link **Forgot Your Password?**.

The screenshot shows the ePAGE Login page. On the left is a menu bar with links: ePAGE Home, Search School Districts, Doc Library, Contact NDE, Login, Planning Tool, Funding Applications, Address Book, and Help. The 'Login' link is circled in purple, with a red arrow pointing to it from a box labeled 'First, Click'. The main content area is titled 'ePAGE Login' and includes a breadcrumb 'Home >>' and a link 'Washoe County SD (16)'. There are input fields for 'Login ID:' and 'Password:', a 'Forgot your Password?' link circled in purple with a blue arrow pointing to it from a box labeled 'Second, Click', and a 'Login' button.

You will be taken to the **Forgot Password** page. Enter your **Login ID** (e.g. jsmith\_01).

The screenshot shows the Nevada Department of Education 'Forgot Password' page. The header includes the Nevada Department of Education logo and seal. The left menu bar is the same as the previous page. The main content area is titled 'Forgot Password' and includes a breadcrumb 'Home >>'. Below the title is the instruction 'Please enter in your login id to have your password sent to you in an email.' There is a 'Login ID:' input field with a red arrow pointing to it from a box labeled 'First, Enter Login ID'. Below the input field is the example 'Eg. jsmith\_000001' and a 'Submit' button circled in purple with a blue arrow pointing to it from a box labeled 'Second, Click'.

Click **Submit**.

You will receive your password by e-mail.

If this does not work, call a **School District Administrator**, listed on **ePAGE Home**, to reset your password.

A **School District Administrator** can use the **Admin Tools** functions to reset your password. A **School District Administrator** would:

- Click **Admin Tools**
- Click **User Administration**
- Click **Modify Existing User**
- Click **Search** (first entering criteria to narrow the search, if desired)
- Click the blue link for the appropriate **User Name**
- Click **Continue**
- Click the box **Reset Password**
- Click **Save**

You will then receive another password by e-mail. All passwords are created locally through a **School District Administrator**.

**If you forget your Login ID:**

A **School District Administrator** can use the **Admin Tools** functions to find all District Users, including your **Login ID**. A **School District Administrator** would:

- Click **Admin Tools**
- Click **User Administration**
- Click **Modify Existing User**
- Leave Search criteria blank, then Click **Search All**
- A list of all **School District Users** will be displayed, including all **Logins**

When done with your ePAGE session, Click **Logout** at the left menu bar.